DRUG DEMAND REDUCTION OBSERVER BRIEFING

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Governing Directives

- **AFI 44-120, Drug Abuse Testing Program, 3 January 2011**
- **AFI44-108, Air Force Civilian Drug Demand Reduction Program, 7 April 2010**

Observer Requirements

- **Be the same sex as the member being observed (military)**
- **Not be scheduled to provide a sample on the same day that you are to observe specimen collection**
- **Must not be within six months of separation or retirement from active duty**

- **You may not be an observer if you have :**
- **An active unfavorable information file (UIF)**
- **An action under the UCMJ or and adverse administrative action is pending against you.**
- **If you have a recent record (within five years) of conviction by courts-martial or civilian criminal court for matters not involving dishonesty, fraud, or drug abuse.**

Observer Requirements Cont'd

- **A record of conviction by courts-martial or civilian court or have received non-judicial punishment under Article 15, UCMJ, or a Letter of Reprimand or similar administrative action (Letter of Admonishment, Letter of Counseling) for misconduct involving dishonesty, fraud, or drug abuse (including use, possession, or distribution)**

- **3. If you are on a medical profile that will prevent you from performing your assigned duties as an observer**

Observer Duties for Military

- **Ensure the individual does not hand carry any item except the specimen bottle(s) into the restroom**
- **Witness the member verify his/her SSAN printed on the specimen bottle label is correct and verify the specimen bottle is empty and free of debris**
- **Witness the member receive his/her specimen bottle(s) from the testing monitor**
- **Follow the member into the appropriate latrine**
- **Observe the specimen bottle at all times**
  - **If at any time the member moves the specimen bottle from your view, immediately inform him/her to place the specimen bottle back into your view**
- **<u>Direct the member to remove any genital piercing jewelry</u>**

Observer Duties

- Have the member wash his/her hands with plain water prior to providing the specimen
- Male members will be directly observed urinating into the labeled specimen and cap it
- Female members may elect to use a larger sterile collection cup, but if used, females will be directly observed urinating into this sterile collection cup
  - You will then observe the female transfer the urine into the labeled specimen bottle and cap it
- Ensure that the specimen provided is not contaminated or altered in any way
- Stay with the member until ready to exit the bathroom
- Neither the member nor the specimen bottle can be out of your sight at any time

Observer Duties

- **Observe the member carry the specimen bottle out of the bathroom and hand it to the testing monitor**
- **Observe the testing monitor apply the tamper-proof tape to the bottle**
- **Observe the member initial and in some cases date the specimen bottle on the “MI” line of the label**
- **Do not handle the sample at any time until it is time to initial the label**
- **You will initial on the “OI” line of the bottle label**
- **Witness the collector initial the label on the “CI” line of the label**

Observer Duties

- **Witness the member verify all information on the Drug Testing Register is correct**
  - **Member will sign and initial the register indicating all information is correct**
  - **Print and sign your name in the appropriate section of the register and initial**
    - **Indicates that you have witnessed the entire process and witnessed the individual indicate all information was correct**
  - **Collector signs in the appropriate section of the register indicating he/she collected and secured the specimen**

Observer Duties

- **Report all incidents of known, or suspected abuse, adulteration, or unusual behavior by the member being tested immediately to the testing monitor**

Observer (Escort) Duties for Civilian Testing

- Observe the individual empty the contents of their pockets into the basket at the collector's desk
- Observe the individual receive the split specimen collection kit
- No purses, bags, or other articles are allowed in the restroom
- Escort the individual into the restroom
- If there is no blue dye in the toilet/urinals, pour a drop of dye into the toilet/urinals
  - Ensure that water is visibly blue and that all toilets/urinals in the bathroom have blue dye in water
- Direct the individual to wash his/her hands with plain water, no soap and dry their hands prior to providing specimen
- Instruct the individual to set the split collection vials on the back of the toilet/urinal and to collect their sample in the large collection cup

Observer Duties

- Inform the individual that they will open the door after collecting their sample for you to verify the temperature of the sample
- Inform them they are prohibted from flushing or running water while you are out of the restroom and that doing so will result in their sample being thrown out and the process starting over again
- Exit the restroom and stand next to the door, listening for running water or flushing
- When the individual opens the door, read the temperature strip
  - Temperature should be between 90 and 100 degrees
  - Once you read the temperature on the bottle neither the individual nor the specimen can be out of your sight at any time
- After you have read the temperature, observe the individual transfer the urine into the two vials. One vial must be filled to at least the 45 ml line, the second to at least the 15 ml line

Observer Duties

- **Before exiting the restroom, you will observe the individual secure the cap on the specimen vials tightly and secure the front snap of the vials tightly**
- **The individual may wash his/her hands with soap and water after the specimen has been secured or they may use hand sanitizer at the collector's desk**
- **Observe the individual carry the specimen bottle out of the restroom and hand it to the drug testing monitor/collector**
- **Upon your return to the testing monitor, you will inform the monitor if the temperature was between 90 and 100 degrees**
- **Note: Do not handle the specimen container at any time**
- **You will report all incidents of known, or suspected abuse, adulteration, or unusual behavior by the individual being tested to the drug testing monitor**

Observer Duties

- Observe the testing monitor seal the specimen vials
- Observe the individual complete step 5b of the Federal Chain of Custody Form
- Follow the testing register completion steps listed on slides 7-8
- Observe the testing monitor seal the specimen vials in the specimen bag and place in the specimen collection container/box